

**U.S. DEPARTMENT OF COMMERCE
CENSUS BUREAU NATIONAL ADVISORY COMMITTEE
ON RACIAL, ETHNIC, AND OTHER POPULATIONS**

CHARTER

- 1. Committee's Official Designation (Title).** Census Bureau National Advisory Committee on Racial, Ethnic, and Other Populations.
- 2. Authority.** The Secretary of Commerce established the Census Bureau National Advisory Committee on Racial, Ethnic, and Other Populations (Committee) in accordance with the provisions of the Federal Advisory Committee Act, as amended (FACA), 5 United States Code (U.S.C.) App.
- 3. Objectives and Scope of Activities.** The Committee will advise the Director of the Census Bureau (Director) on the full range of economic, housing, demographic, socioeconomic, linguistic, technological, methodological, geographic, behavioral, and operational variables affecting the cost, accuracy, and implementation of Census Bureau programs and surveys, including the decennial census.

The Committee will advise the Census Bureau on the identification of new strategies for improved census operations, and survey and data collection methods, including identifying cost efficient ways to increase census participation.

The Committee will address census policies, research and methodology, tests, operations, communications/messaging, and other activities to ascertain needs and best practices to improve censuses, surveys, operations, and programs.

The Committee will review and provide formal recommendations and feedback on working papers, reports, and other documents related to the design and implementation of Census Bureau programs and surveys.

The Committee will utilize Regional Office participation to identify regional, local, tribal, and grassroots issues, and trends and perspectives related to Census Bureau surveys and programs.

- 4. Description of Duties.** The Committee will provide insight, perspectives, and expertise on the full spectrum of Census Bureau surveys and programs to assist the Census Bureau in: developing appropriate research and methodologies, operations, communications, and strategies to reduce program/survey costs; improving coverage and operational efficiency; improving the quality of data collected; protecting the public's and business units' privacy;

enhancing public participation and awareness of Census Bureau programs and surveys; improving the dissemination of data products; and the use of administrative records and third party data in the decennial census.

In providing insight, perspectives, and expertise on the full spectrum of Census Bureau surveys and programs, the Committee will examine such areas as hidden households, language barriers, students and youth, aging populations, American Indian and Alaska Native tribal considerations, new immigrant populations, populations affected by natural disasters, highly mobile and migrant populations, complex households, poverty, race/ethnic distribution, privacy and confidentiality, rural populations and businesses, individuals and households with limited access to information and communications technologies, the dynamic nature of new businesses, minority ownership of businesses, as well as other concerns impacting Census Bureau survey design and implementation.

The Committee will function solely as an advisory body and shall fully comply with the provisions of FACA.

- 5. Agency or Official to Whom the Committee Reports.** The Committee will report to the Director of the Census Bureau.
- 6. Support.** The Census Bureau will provide support for the Committee.
- 7. Estimated Annual Operating Costs and Staff Years.** The annual cost of operating the Committee is estimated at \$249,000, which includes 2.0 person years of staff support. Members of the Committee shall not be compensated for their participation, but will, upon request, be allowed travel and per diem expenses as authorized by 5 U.S.C. § 5703.
- 8. Designated Federal Officer.** The Director will appoint a full-time or permanent part-time employee to serve as the Designated Federal Officer (DFO). The DFO will approve or call all of the Committee's and subcommittees' meetings, prepare and approve all meeting agendas, attend all Committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Director.
- 9. Estimated Number and Frequency of Meetings.** The Census Bureau will convene two Committee meetings per year, budget and environmental conditions permitting.
- 10. Duration.** Continuing
- 11. Termination.** This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and U.S. House of Representatives standing committees having legislative jurisdiction of the agency, unless terminated earlier or renewed by proper authority.

12. Membership and Designation. The Committee will consist of up to 32 members who will be appointed by and serve at the discretion of the Director.

Members will be selected on a standardized basis, in accordance with applicable Department of Commerce guidance.

Members will serve for a three-year term. Members may be evaluated at the conclusion of their first term with the prospect of renewal, pending Committee needs. Active attendance and participation in meetings and activities (e.g., conference calls and assignments) will be factors considered when determining term renewal or membership continuance. Members may be appointed for a second three-year term at the discretion of the Director.

The Director will appoint the Committee Chair and Vice Chair from among the membership to one-year terms. The Chair and Vice Chair may be appointed for additional one-year terms. Appointment as the Committee Chair and Vice Chair will not exceed membership term limitations. Upon completion of appointment as Committee Chair or Vice Chair, the member may fulfill any remaining membership term(s) at the discretion of the Director.

Should a Committee member be unable to complete a three-year term, a new member may be selected to complete that term for the duration of the time remaining for that term. If the time remaining on the vacated seat exceeds 1.5 years, then the new member may serve only one additional three-year term after completing the remaining term of the vacancy at the discretion of the Director. If the time remaining on the vacated seat is less than 1.5 years, then the new member may serve two additional three-year terms after completing the remaining term of the vacancy at the discretion of the Director.

The Committee aims to have a balanced representation among its members, considering such factors as geography, technical expertise, community involvement, and knowledge of census programs and/or activities. The diverse membership of the Committee assures expertise and perspectives reflecting the full breadth of the Committee's responsibilities, and, where possible, the Department of Commerce will also consider the diversity of the United States population, including sex, age, race, ethnicity, and other factors as applicable.

Members will be selected from the public and private sectors. Members will serve as Special Government Employees (SGEs) as defined in Title 18 of United States Code, section 202(a). SGEs serve in a personal capacity and will be selected based on their expertise or experience in specific areas to include: diverse populations (including race and ethnic populations); national, state, local, and tribal interest organizations serving hard-to-count populations; research; community-based organizations; academia; business interests; organized labor; marketing and media; and professional associations.

SGEs are appointed for their personal expertise and may not use alternates to fulfill Committee functions.

SGE members are subject to the conflict of interest laws and regulations, and must annually file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) and complete ethics training.

Membership is open to persons who are not seated on other Census Bureau stakeholder entities (i.e., State Data Centers, Census Information Centers, Federal State Cooperative on Populations Estimates program, other Census advisory committees, etc.).

After a member of any Census Bureau advisory committee completes a three-year term, or second, consecutive three-year term if the member's appointment is renewed, that member may not be reappointed to or serve on the National Advisory Committee on Racial, Ethnic, and Other Populations until at least three years have passed.

Members shall not reference or otherwise utilize their membership on the Committee in connection with activities conducted in their personal capacities, such as public statements, which must meet regulatory requirements to include a disclaimer that the views expressed are their own and do not represent the views of the Committee, the Census Bureau, the Department of Commerce, or the U.S. Government. Committee ethics trainings will address this topic.

13. Subcommittees. The Census Bureau may establish such subcommittees (or working groups) composed of Committee members as may be necessary, pursuant to the provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Any subcommittees (or working groups) established must report back to the Committee and must not provide advice and work products directly to the agency.

14. Recordkeeping. The records of the Committee, formally and informally established subcommittees, or other subgroups of the Committee, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. Subject to the Freedom of Information Act, 5 U.S.C. § 552, records presented to or prepared for or by the Committee are available for public inspection.

**JENNIFER
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3/23/2022

Senior Advisor to the Deputy Secretary
Performing the non-exclusive duties of the
Chief Financial Officer and
Assistant Secretary for Administration

Filing Date